

ATTACHMENT
2012 NPS HEALTHY PARKS HEALTHY PEOPLE U.S. ACHIEVEMENT AWARD
NOMINATION INSTRUCTIONS

Nominations must demonstrate an outstanding Healthy Parks Healthy People U.S. accomplishment, and may include partnership endeavors in parks, public lands, and communities.

PREPARING AND SUBMITTING A NOMINATION

The following lists the steps that are required to complete and submit a nomination.

1. Determine Eligibility

To be eligible for consideration, nominations must meet all of the following criteria:

- Increase public recognition of the value of parks and public lands to improve and maintain health and well-being.
- Promote and encourage people to enjoy parks and public lands for one or more of the following: physical health, mental health, and social well-being.
- Any project submissions should be complete or well underway before being submitted for consideration.
- If involving a partner under an agreement or contract with the NPS, demonstrate how the partner demonstrated exceptional practice in meeting or exceeding agreement/contract requirements.

2. Identify Award Type

- **Individual/Organization** – Any individual, agency, organization, entity, or coalition that advances the Healthy Parks Healthy People US philosophy. Having NPS represented in the nomination is not required.
- **Team** – Any group of people with representation from national park(s), NPS regional office(s), programs, and/or divisions, or NPS teams in partnership with outside bureaus, agencies, and organizations (local, state, regional, national, international).
- **Partner** – Any NPS partner (e.g. commercial, non-profit, private, governmental, or non-governmental entity) in a formal business, or partnership relationship with NPS parks, programs or divisions.

3. Identify Award Category

The nomination form must indicate only one of the seven award categories listed and described below. If the nominated project/activity falls into more than one category, write only one nomination that demonstrates the full scope of the program and then select the most appropriate category. The Healthy Parks Healthy People US Achievement Awards Committee reserves the right to change the category of a nomination.

- **Healthy Hero** –recognizes an individual/organization who is a Healthy Parks Healthy People champion and an agent of change as a representative of his or her organization or of an NPS park/office/program/region. Nominees in this category will have a demonstrated record of achievement in advancing the Healthy Parks Healthy People philosophy by advocating for the role and importance of parks in contributing to a healthy civil society, assembling interdisciplinary teams, developing partnerships, and mentoring others that has led to the successful implementation of health promotion projects, programs, policies and/or practices.
- **Healthy Recreation** – recognizes an individual/organization, team, or partner for outstanding organizational achievement in the development of a product, project, program, policy, or design that promotes physically active outdoor recreation. Nominations in this category must demonstrate measureable results to promote and encourage people to enjoy parks' benefits for physical and mental health, and social well-being *and* be in partnership with a health and medical care agency or organization.
- **Healthy and Sustainable Food** – recognizes an individual/organization, team, or partner for outstanding organizational achievement in the development of a product, project, program, policy, or design that promotes reasonably priced healthy and sustainable food choices for park visitors, for healthy foods in food and beverage service and/or food and beverage retail and vending.
- **Healthy Habitat** – recognizes an individual/organization, team, or partner for outstanding organizational achievement in the development of a product, project, program, policy, or design that promotes the habitat of people and the environment. Nominations in this category may include projects that focus on improvements to health infrastructure by providing park access for populations who use parks infrequently (e.g. minorities, low income community residents) and other priority populations (e.g. youth, seniors, veterans). Nominations in this category may include a focus on promoting One Health—a concept that recognizes that animal, human, and ecosystem health are inextricably linked and should be addressed as one.
- **Healthy Science** – recognizes an individual/organization, team, or partner for outstanding achievement in contributing to research and development of a scientific knowledge base for the NPS Healthy Parks Healthy People program, and dissemination of scientific information to the scientific community, park and program managers and general public via peer review journals, technical reports, and multi-media outreach via print, web and social media. Nominations in this category must be anchored in original, peer-reviewed research that contributes significantly to the evidence base of the role and effectiveness of parks and park programs in contributing to a healthy civil society.
- **Healthy Future** – recognizes the team that "goes the distance" in demonstrating a holistic approach to advancing the vision and goals of Healthy Parks Healthy People by promoting a full spectrum of products, projects, programs, policies, and designs, in multiple program areas that promote parks as a source of health and well-being. Nominations in this category must be able to demonstrate measureable results in the provision of health benefits that include physical, mental health and social well-being and exemplify partnership collaborations with the health and medical

care community to demonstrate the value parks and public lands as a critical component of healthcare delivery and health infrastructure.

4. Develop a Project Narrative

The project narrative must include four distinct sections, as follows:

- **Project Name** – Provide a title for your project.
- **Award Type and Award Category** – Identify the award type and category you believe best fits the nomination.
- **Project Description** (maximum of 750 words/5000 characters) – For all award categories except Healthy Hero, tell the story of how the project was conceived and implemented, what strategies and technologies were deployed, who was involved and their contribution to the project, and an appropriate project timeline if applicable. Explain clearly and concisely how these accomplishments or actions have contributed to advancement of Healthy Parks Healthy People work. **For the Healthy Hero category only, describe the work for which the individual is being nominated.**
- **Project Results** (maximum of 500 words/3275 characters) – For all award categories except Healthy Hero, describe the project results and achievements to date focusing not only on outputs but also on intermediate and long-term outcomes, and expected future outcomes. Include quantitative data whenever possible. **For the Healthy Hero category only, describe the results the nominee has achieved.**
- **Transferability** (maximum of 250 words/1625 characters) – For all award categories except Healthy Hero, explain how the project, or any aspect of it, has been successfully transferred to other international, federal state, or local park environments or organizations, and how this knowledge has been shared with colleagues in other parks, offices, organizations, agencies, etc. **For the Healthy Hero category only, describe how the nominee has mentored others.**

You may include hyperlinks to supplemental materials you feel enhance the application. However, it will be at the discretion of the Healthy Parks Healthy People Achievement Awards Committee whether or not to consider any supplemental materials.

6. Secure Signed Concurrence Memoranda

All nominations that include employees or representatives of the NPS must include, as electronic attachments, signed memoranda from both the park superintendent and regional director endorsing the nomination. For national programs all nominations must include as electronic attachments signed memoranda from both the program manager and associate director endorsing the nomination. If the nomination is *multi-park* or *multi-program* in scope, then signed memoranda from all applicable superintendents/regional directors and managers/associate directors must be included.

8. Submit the Nomination

Please download the nomination form located at the [NPS Healthy Parks Healthy People US webpage](#). Using Adobe Acrobat Reader software, fill in the information on the form and save it as:

2012 HP2_[award category]_[Acronym of the preparer's organization]_form.pdf to your hard drive.

(For example, if you work at Grand Canyon, and you are submitting an award in the category of Healthy Science, your file would be named: 2012 HP2_HealthyScience_GRCA_Form.pdf).

- 1) **Nominations being submitted by individuals and organizations not directly affiliated with the National Park Service, should be emailed directly to Ebonee Mayo-Mitchell at the following email address: ebonee_mayo-mitchell@nps.gov.**
- 2) **Nominations being submitted by NPS employees, (with appropriate signatures), should be uploaded to the [NPS Awards Nomination Portal](#).**

If an electronic submission poses an extreme hardship, you may submit a hard copy nomination package before the deadline to the following:

**Ebonee Mayo-Mitchell
National Park Service
Office of Human Resources
1201 Eye Street, NW
Washington, DC 20005**

AWARD NOTIFICATIONS

The NPS Healthy Parks Healthy People Achievement Awardees will be notified via email correspondence from the director through the regional directors, associate directors/program managers and recipients. Official award letters will be sent to the applicable NPS offices to be presented by regional or associate directors or program managers at the appropriate venue.